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**From:** Rosas, Giovanni (DPH)  
**Sent:** Friday, March 11, 2011 11:27 AM  
**To:** Alfonso, Felipe (DPH); Cheng, Gloria (DPH); Clemmer, Jill (DPH); Daly, Paul (DPH); Gillis, John (DPH); Gu, Jane X. (DPH); Hannon, Bruce (DPH); Hunt, Thuy (DPH); Jenner, Jennifer (DPH); Kane01, Peter (DPH); Katuramu, Patrick (DPH); Madden, Mary (DPH); Noddin, Linwood (DPH); Ogbue, Ngozi (DPH); Poe, Michael (DPH); Rubin, Alan (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Servizio, Paul (DPH); Stallings, Sheila (DPH); Corbett, Kate (DPH); Khan, Annie (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Jacobsen, Patricia (DPH); Lawler, Michael (DPH); Medina, Nicole (DPH); O'Brien, Elisabeth (DPH); Phillips, Gloria (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Sprague, Shirley (DPH); Tan, Zhi (DPH); Tran, Mai (DPH); Zanolli, Janice (DPH)  
**Cc:** Nassif, Julianne (DPH)  
**Subject:** Facilities Update - Please read carefully  
**Importance:** High

On behalf of Julie Nassif -

There are a number of ongoing facilities projects to improve the heating/cooling and electrical systems in the building. This week there are activities that will directly impact the third floor, so please read this email carefully.

**Sunday, March 13, 2011** – there will be NO intake air coming into the building as dampers are cut and exhaust fans are shut down. There should be **NO WORK on Sunday**. If there is an emergency, I will assess the safety/practicality of standing up the laboratory.

**Tuesday, March 15- ?, 2011** – **Work must be concluded by 5:00 PM.** Contractors will be on 3E (Chemical threat, Lead, Environmental) wing to remove ceiling tiles and perform any necessary asbestos abatement (under the direction of a certified industrial hygienist). Hallways should be cleared of all materials by 3 PM Tuesday afternoon, timesheets, drinking glasses, laboratory carts, plants etc. I understand that some items (ICP/MS, file cabinets, storage cabinets are not practical to move and will be covered by the contractors. Doors will be sealed by the contractors to avoid dust and debris from entering the laboratory/office areas. **The contractors will work overnight and clean up prior to 7AM.** This may impact the access/ work of the earliest among us. Please allow the contractors to complete their work prior to entering the floor (3E).

This will continue for the next few evenings, so staff on 3E should plan to end their day by 5 PM. Staff on 3W will have no access to 3E during this time. The timeline will be updated once the demolition begins.

Some weekend in late April, specific date TBD, there will be an electrical shutdown over a weekend to allow switch over to the new electrical equipment

Thank you for your cooperation in keeping these projects on schedule. I appreciate the inconvenience this work presents, however we will be most grateful in July when it is much cooler as the direct result of these improvements.

Julie

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